




Interface Module - Imports

The Interface module allows the user to import data from other programs into the Web Work system. It is a generic interface module, which can import information from many different systems into Web Work. The Interface module is designed to accept ASCII text fields which are either fixed or delimited and allows the user to map files from external programs to the appropriate Web Work fields. Once Interfaces are setup they, can be updated by the user to incorporate changes to the third party software. This chapter describes how to setup and use the Interfaces Module.

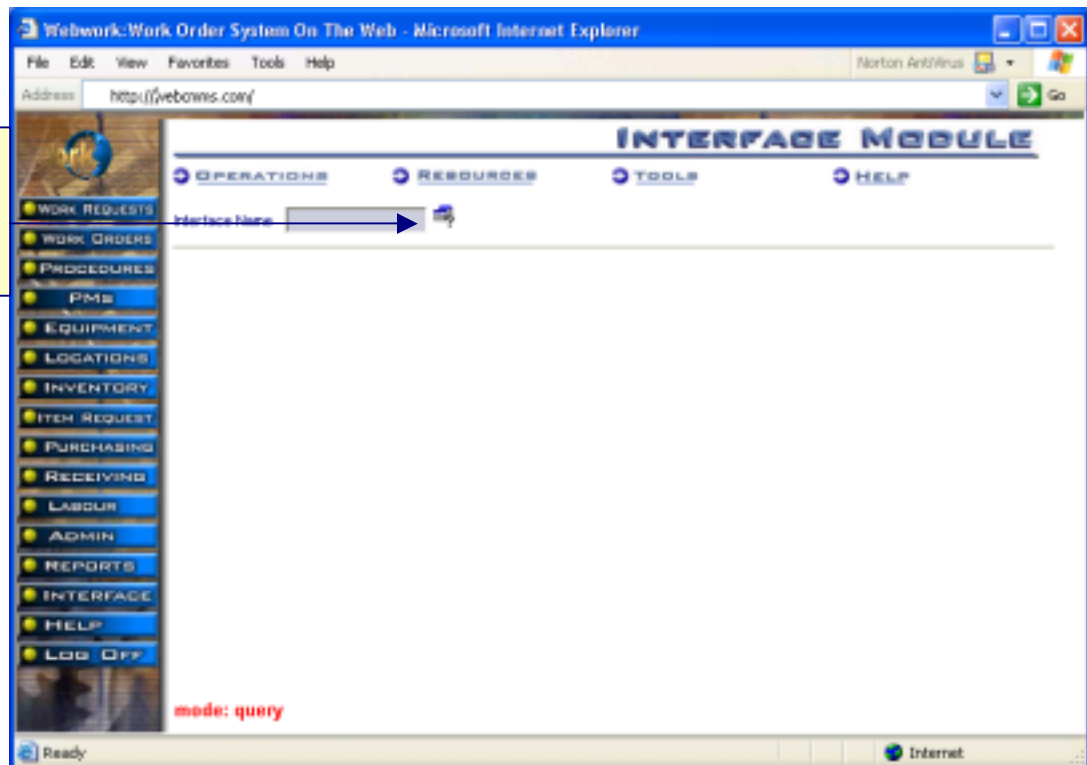
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1.1 Overview of the Interface Module

To access the Interface module, click on the **INTERFACE** module button  on the left hand side of the screen. The Interface module will open in query mode as pictured below:

Click on the QUERY button to view a list of Interfaces that have been setup in the Web Work system.





The **OPERATIONS** , **TOOLS**  and **HELP**  drop down menus contain the various features available in the Interface module.

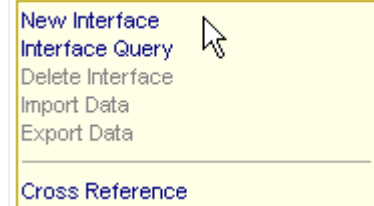


Web Work includes “help files” for all field names. To access these help files, click on the field name. A popup window will open displaying help for the field selected.

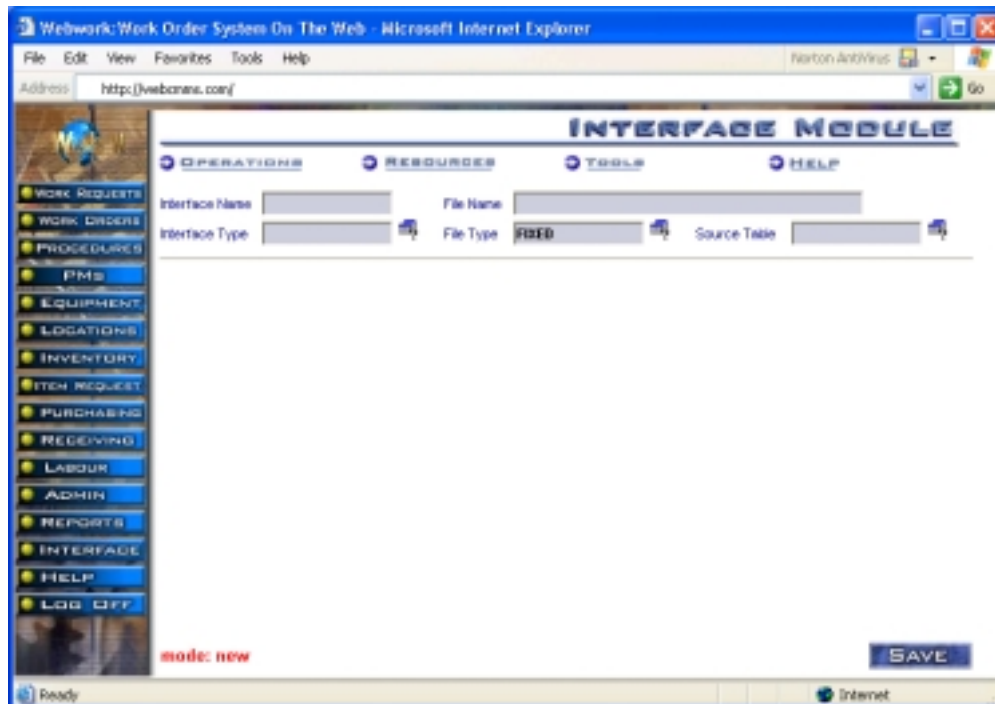
2.1 Creating New Interfaces



To create an interface:


- To access the Interface module, click on the **INTERFACE** module button  on the left hand side of the screen.
- Click on the  **OPERATIONS** menu at the top of the screen to view the drop down menu.
- Select "New Interface" from the drop down menu. The mode you are in is displayed at the bottom left hand side of the screen. (ie: query mode, new mode)




The Interface module will open in New mode as pictured below:
















- Enter a name for the Interface into the Interface name field.
- Enter a name for the File into the File Name field.
- Enter the Interface Type or click on the **QUERY** button  to view the list of interface types available.
- Enter a File Type or click on the **QUERY** button  to select a type from those listed in the Web Work database.

- Enter the Source Table or click on the **QUERY** button  to select a table from those listed in the Web Work database.

- Click on the **SAVE** button  which will save the information and open a table similar to the one pictured below:

Enter information into this table as applicable.

VW Field	Input Field (optional)	Start	Length	Format	Multiplier	Constant Value	Cross Reference
Transaction Date							
Vehicle							
Meter Reading					1		
Item Number							
Unit							
Rate					1		
Quantity					1		
Storeroom							
Account							
Total					1		
Notes							
Vendor							

- Click on the **SAVE** button  to save the information.
- Enter cross references (see Cross References further on in this chapter for more information)

2.1.1. Row Headings

WW Field: This is the Web Work field name that is to be updated by the interface file.

Input Field: This is the name of the field used by the other system. This field is optional.

Start: This is the starting position of the field in the input file.

Length: This is the length of the field in the input file.

Format:: This is the date format. For example date format: YYYYMMDD



Multiplier: This is the multiplier, that will be used if the field has assumed decimal points.

Constant Value: This is the value to be updated in a Web Work field, for each record imported. This is generally used when the input file is lacking information, required in Web Work.

Cross Reference: This is the cross reference of the codes used in other systems with codes used in web work.




3.1 Editing Interface Information

To edit interface information:

- To access the Interface module, click on the **INTERFACE** module button  on the left hand side of the screen.
- Perform an interface query to locate and retrieve the applicable query. See Interface Queries for more information on performing interface queries.
- Edit information as required.
- Click on the **SAVE** button  to save the updated information.

4.1 Deleting Interfaces



To delete an interface:

- To access the Interface module, click on the **INTERFACE** module button  on the left hand side of the screen.
- Perform an interface query to locate and retrieve the applicable query. See Interface Queries for more information on performing interface queries.
- When the applicable query is open, click on the  **OPERATIONS** menu at the top of the screen and select Delete Interface from the drop down menu.
- Click on the **SAVE** button  to save the updated information.

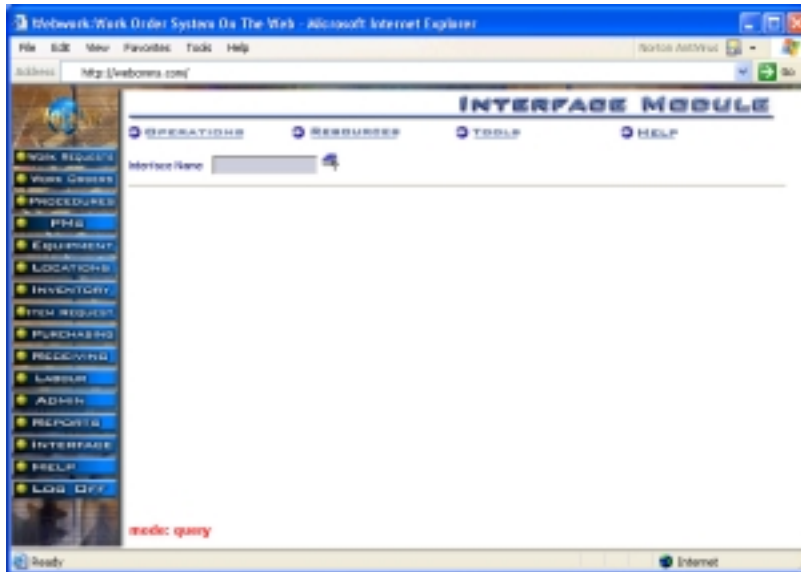
5.1 Performing Interface Queries


Perform a query, to access interfaces that have already been setup in the Web Work system.

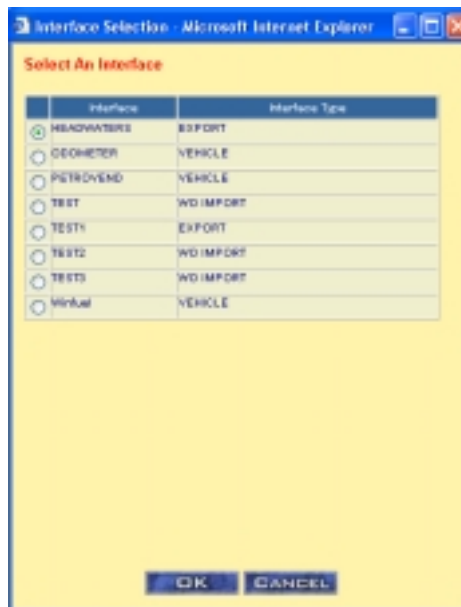
To perform an Interface Query:

- To access the Interface module, click on the **INTERFACE** module button  on the left hand side of the screen.
- By default when you enter the Interface module you will be in Query mode. If you have been working elsewhere in the Interface module, click on the  **OPERATIONS** menu at the top of the screen to view the drop down menu.
- Select "Interface Query" from the menu. The mode you are in is displayed at the bottom left hand side of the screen. (ie: query mode, new mode)

- The Interface module will open in query mode as shown below:




- Click on the **QUERY** button  to open the Interface Selection screen as shown below:



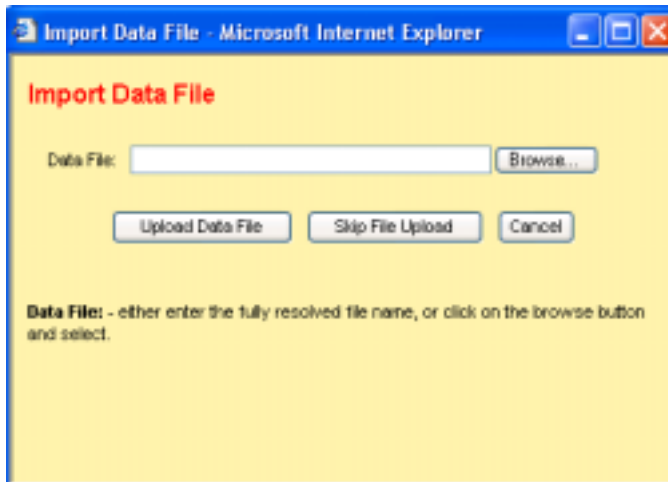
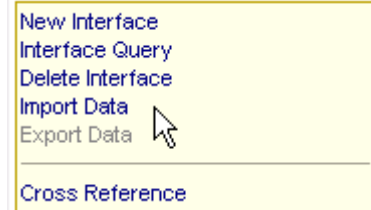
- Click on the **RADIO** button  beside the applicable interface.
- Click on the **OK** button  to open the interface.

6.1 Importing Files

To import a file from another program into Web Work:

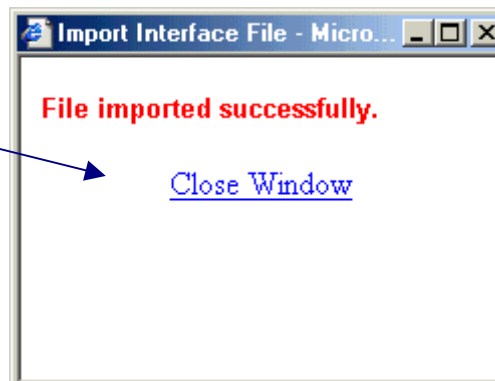
- Set up the interface as explained at the beginning of this chapter.
- Click on the  **OPERATIONS** menu at the top of the screen Import Data from the drop down menu.

The Import Data File screen will open as pictured below:



- Enter the name of the Data File or click on the **BROWSE** button to locate and select a file.
- Click on the **UPLOAD DATA FILE** button to begin the upload.
- **DO NOT** close the window while the file is being imported. When the file is finished being imported, the following screen will appear.

Click on Close Window to close the import interface window and return to Web Work.




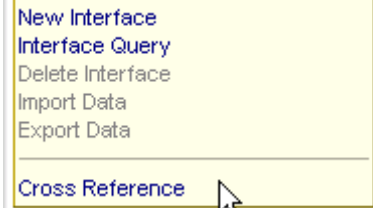
- Click on [Close Window](#) to close the import interface file window and return to Web Work.

7.1 Creating Cross References

Cross References are used to transpose data from the import file to Web Work. An example would be fuel types. If your fuel system provides you with a code of "08" to denote Unleaded Fuel you, and you need it to match up to your Web Work inventory code of Fuel-02, (which denotes unleaded fuel), you would setup a cross reference.

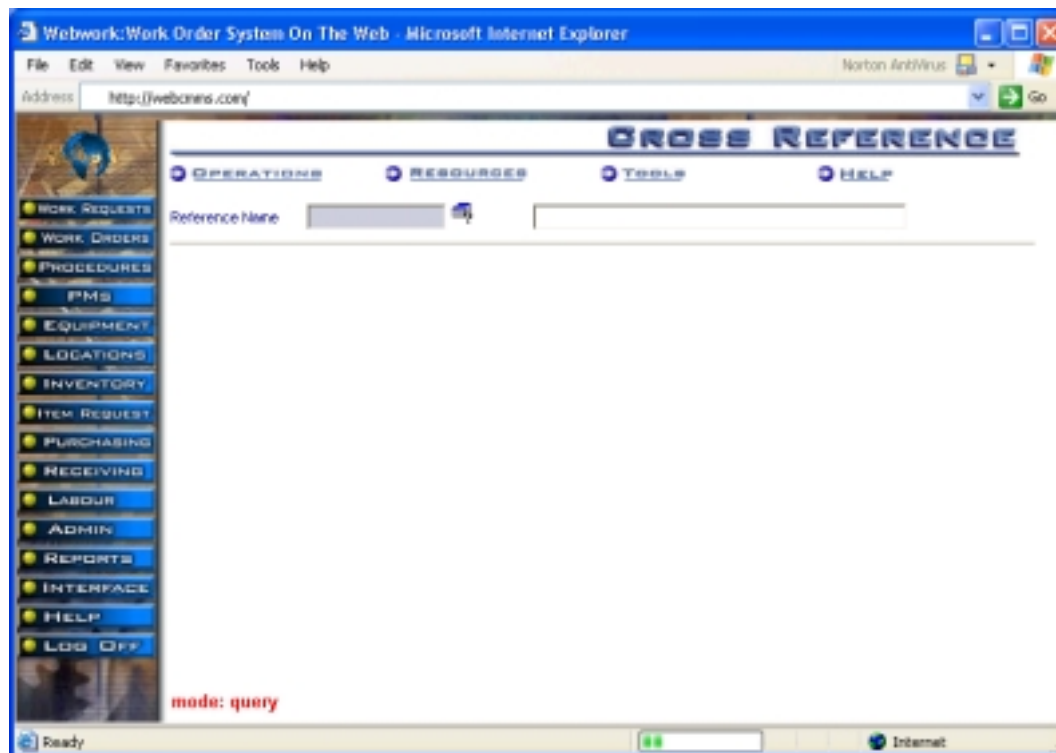
To Create a Cross Reference:

- Click on the **INTERFACE** module button  on the left hand side of the screen to open the Interface module.
- Cross References is contained within the Interface module. Click on the **OPERATIONS** menu and select Cross Reference from the drop down menu.



New Interface
Interface Query
Delete Interface
Import Data
Export Data
Cross Reference

The Cross Reference screen will open in Query mode as pictured below:



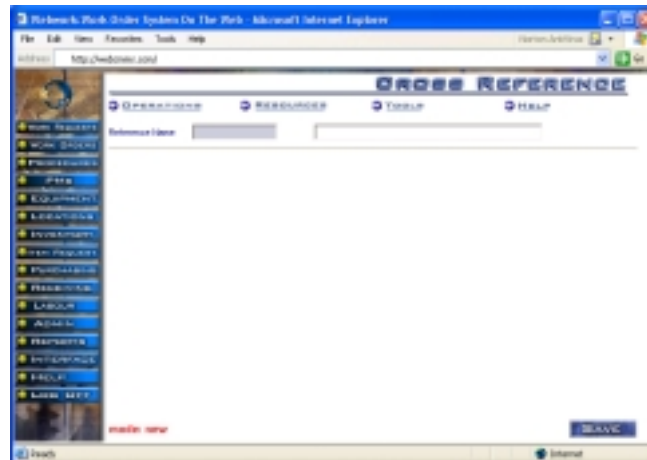
When Cross Reference is opened, the menu selections under Operations change. To return to Interfaces click on the **OPERATIONS** menu and select Interface Query from the drop down menu.


- Click on the **OPERATIONS** menu and select New Cross Reference from the drop down menu.

[New Cross Reference](#)
[Cross Reference Query](#)
[Delete Cross Reference](#)

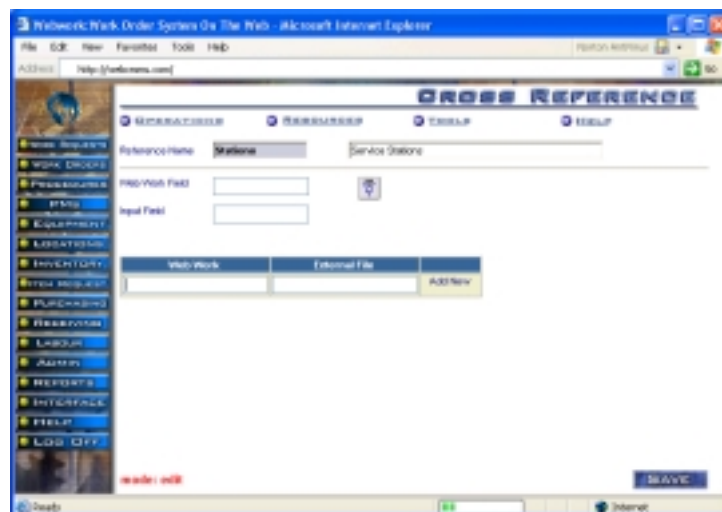
[Interface Query](#)

The Cross Reference screen will open in New mode as pictured below:



- Enter a Reference Name.
- Enter a Reference Description.
- Click on the **SAVE** button  to save the cross reference.

The Cross Reference screen will open in Edit mode as pictured below:



- Enter the name of the Web Work code into the Web Work cell and then name of the Input file code into the External File cell and then click on **ADD NEW**.


For example: If in Web Work Chevron is CHEV but in Petrovan it is 556, you would enter CHEV into the Web Work field and 556 into the Input File field.

When this cross reference is used, with an interface, if 556 is read from the external file, Web Work will check its cross reference and use CHEV to populate the applicable field.





The cross-reference you just entered will not be listed in the table until you click on the

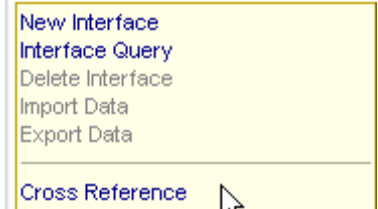


- Continue adding new codes to the cross reference as required. When finished click on the  **OPERATIONS** menu to add another cross reference or to access the Interface module main screen.

8.1 Editing Cross References

To edit a cross reference that has already been setup in the Web Work system:

- Click on the **INTERFACE** module button  on the left hand side of the screen to open the Interface module.
- Cross References is contained within the Interface module. Click on the  **OPERATIONS** menu and select Cross Reference from the drop down menu.



The Cross Reference screen will open in Query mode.

- Perform a cross reference query to locate and open the applicable cross reference.
- To correct a typo or input error, delete the applicable selection and then re-enter the information as required.



Web Work	External File	
CHEV	90-98	Delete
PetroCanada	445	Delete
Texaco	23	Delete
<input type="text"/>	<input type="text"/>	Add New

- Click on **Delete** at the far right of the applicable entry.


The screen will be refreshed and the entry deleted will no longer appear in the table.

9.1 Deleting Cross References

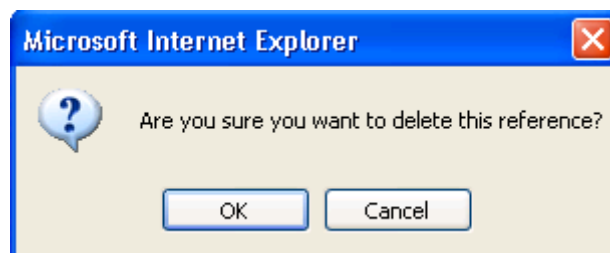
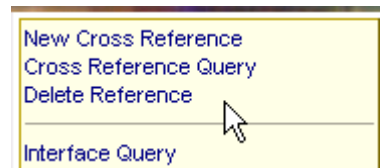
To delete a cross reference:

- Click on the **INTERFACE** module button  on the left hand side of the screen to open the Interface module.
- Cross References is contained within the Interface module. Click on the  **OPERATIONS** menu and select Cross Reference from the drop down menu.

The Cross Reference screen will open in Query mode.

- Perform a cross reference query to locate and open the applicable cross reference.
- Click on the  **OPERATIONS** menu and select Delete Reference from the drop down menu.

A message screen confirming you want to delete the reference will open as pictured below:










- Click on the **OK** button to delete the reference or on the **CANCEL** button to cancel this operation.

10.1 Cross Reference Queries


To access cross-references that have already been setup in the Web Work system, perform a query.

To perform a Cross-Reference Query:

- Click on the **INTERFACE** module button  on the left hand side of the screen to open the Interface module.
- Cross References is contained within the Interface module. Click on the  **OPERATIONS** menu and select Cross Reference from the drop down menu.
- The Cross Reference screen will open in Query mode.
- Click on the **QUERY** button  at the right hand side of the Reference Name field to open the Cross Reference Selection screen.
- Click on the **RADIO** button  beside the applicable cross reference.

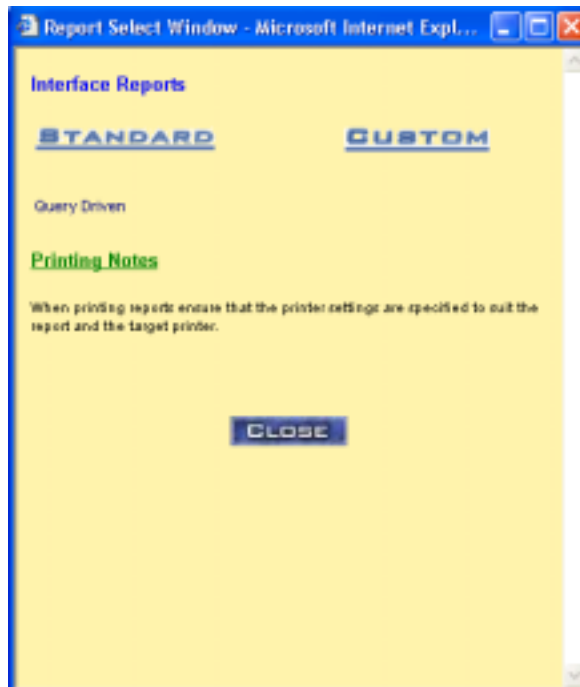
- Click on the **OK** button  to open the cross reference you selected in Edit mode.
- Click on the **FILTER** button  to show all entries for this cross reference or enter criteria into the Web Work or Input Field before clicking on the **FILTER** button , to filter records accordingly.

11.1 Interface – Reports

To access Interface reports click on the  **TOOLS** menu and select Reports from the drop down menu.



A screen similar to the one shown below will open:




Click on any of the Reports listed under Standard or Custom, to open them.



Only reports applicable to the Interface module will be displayed. To view all reports, click on the **REPORTS** module button  on the left hand side of the Web Work screen. For more information about reports, see the Reports section of this manual.


11.1.1. Creating Interface Reports

Reports cannot be created in the Interface module. To create an interface report click on the **REPORTS** module button  to access the report writer and create the report.

11.1.2. Printing Interface Reports

Interface reports can be printed from the Interface module or from the Reports module.


To print a report in the Interface module:

- Open the Interface module.
- Click on the  **TOOLS** menu and select reports from the drop down menu.
- Select the report you wish to print by clicking on its title.

The report will open in Preview mode.

- Click on File and select Print from the drop down menu to print the report.

12.1 Links

When you are in the Interface module and you select Links from the  **TOOLS** menu, the Web Work Create/Edit Links window will open as shown below. You can view existing links or create new links using this feature.



You can only view links, which have been setup to be accessible from this module or from all modules. Links set up in other modules with the accessibility set as only within that module will not be shown.